

Manager: Enter New Expectation

MassPerform encourages adding and updating expectations as business priorities change throughout the year. After you have initially entered expectations during Kickoff, the process to add additional expectations is a bit different. Follow the steps below to add new expectations throughout the year.

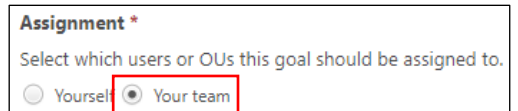
STEP 1. From the **MyPath** home screen, click the **MassPerform Expectations and Goals** box on the left.

STEP 2. On the **My Expectations & Goals** screen, click the **Create** button.

STEP 3. Enter the specific details for the new expectation.

NOTE: Leave the **Goals** section blank, as this is where your employee will review your expectation and enter or edit their corresponding goals.

STEP 4. At the bottom of the page, in the **Assignment** section, click the radio button next to **Your Team**.



Assignment *

Select which users or OUs this goal should be assigned to.

☐ Yourself ☒ Your team

STEP 5. A list of your direct reports will appear. Check the box to the left of the associated employee's name.

NOTE: All direct reports, including any bargaining unit or confidential employees, will appear on this list. Only assign expectations to your management direct reports who participate in MassPerform. Expectations assigned to bargaining unit or confidential employees will not appear.

STEP 6. Click the **Submit** button.

STEP 7. Notify your employee that you have entered an expectation into MyPath. Instruct them to log into MyPath to view the expectation and enter corresponding goals.